



FULL-TIME POSITION
Manager, Tech-In-Residence Corps, NYC Tech Talent Pipeline
Workforce Development Corporation

Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

About the NYC Tech Talent Pipeline:

The NYC Tech Talent Pipeline (TTP) is the City of New York's tech Industry Partnership, launched in 2014 by Mayor Bill de Blasio to support the growth of the NYC tech ecosystem by delivering quality jobs for New Yorkers and quality talent for the city's businesses.

The NYC Tech Talent Pipeline is an initiative of the **Workforce Development Corporation**, a 501(c)(3) nonprofit corporation that works closely with the New York City Department of Small Business Services to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships.

Driven by a network of 175+ tech employers, TTP works with public and private employers to define industry needs, develop education and training solutions to meet those needs, and catalyze systemic change needed to deliver talent and job opportunities across the five boroughs. Since launch, these efforts have successfully resulted in:

- A first-of-its-kind NYC tech skills gap analysis delivered in partnership with LinkedIn
- [150+ employer partners](#) dedicating 500+ hours to informing curricula, reviewing candidates, delivering instruction, and hiring for full-time positions and internships
- [10 new and expanded industry-informed training programs](#) focused on in-demand fields (e.g. mobile engineering, web development, data analysis, and more)
- Commitments from [16 NYC colleges](#) (Columbia University to CUNY) to further develop pathways to tech careers by aligning computer science education with industry needs
- White House recognition of NYC as a pilot city in President Obama's [TechHire Initiative](#) and replication in London and Los Angeles

Building on this foundation, in June, the Mayor announced a new commitment [to double the number of New Yorkers earning Computer Science degrees](#) from public colleges. Among the critical components of this initiative is the **Tech-In-Residence Corps** - a new City-wide program to improve student employability by bringing industry professionals into the classroom. Through a new model of industry-academic collaboration, tech leaders equipped with training and assistance will teach emerging and foundational skills needed for in-demand tech jobs in NYC.

Job Description

The NYC Tech Talent Pipeline seeks a founding Manager to develop and implement the *Tech-In-Residence Corps*. This role will include working directly with companies, industry professionals, academic institutions, and the City to build a sustainable infrastructure for bringing industry expertise to campuses across the city.

The founding *Tech-In-Residence Corps* manager will share reporting responsibilities to TTP and the Director of the CUNY Advanced Initiative for Technology Education (CAITE). This leader will play an integral role in helping to shape efforts, manage day-to-day implementation, and deliver quality results in a fast-paced, metrics-driven environment. The scope of work will include working with TTP and the CAITE to build a comprehensive program for recruiting, training, placing, assisting, and overseeing a corps of qualified industry professionals who will deliver relevant industry skills to qualified students in computer science and related majors.

The ideal candidate is a proven end-to-end creator with a track record of engaging multiple stakeholders towards a

common goal and a passion for catalyzing job opportunities for New Yorkers and the growth of NYC businesses.

Job Responsibilities

- **Develop and execute a pilot program to bring tech industry professionals into the classroom** working together with TTP, the CAITE, and industry partners.
- **Directly manage relationships with industry members of the *Tech-In-Residence Corps***, by building and deploying a seamless process for recruiting, onboarding, training, assisting, monitoring, and gathering feedback from qualified industry professionals.
- **Identify school needs and create a seamless pathway for industry professionals** looking to serve in the classroom through engagement of college campuses.
- **Develop and deploy communications and marketing materials** designed to facilitate industry recruitment, onboarding, and retention.
- **Support high-level events and reporting at the request of City Hall** and other relevant agencies.
- **Hold partners accountable for delivering on established targets** and track and report on metrics developed together with TTP and the CAITE.
- **Gather feedback from stakeholders and develop recommendations** for iterating on *Tech-In-Residence Corps* and establishing a sustainable process for bringing industry to campuses across the City.

Preferred Skills:

- 5 - 10 years of experience, with at least two years in an external-facing role
- Demonstrated experience successfully mobilizing a diverse group of stakeholders towards a common goal; proven ability to provide excellent customer service to a diversity of clients and partners
- Experience in planning, implementing, and managing initiatives or programs from inception to completion
- Excellent organization skills and impeccable attention to detail
- Exceptional communication and writing skills
- Outstanding analytical, problem-solving, creative thinking abilities; enterprising self-starter and team player
- Proven ability to work well under pressure and adapt quickly to change
- Knowledge of technology industry and understanding of NYC's educational landscape strongly preferred
- Integrity, credibility, and a commitment to the NYC Tech Talent Pipeline mission
- Proficiency with Microsoft Office, including Excel, Access, Word and PowerPoint; Adobe InDesign a plus

How to Apply:

To apply for this position, please email your resume and cover letter with the subject line: Manager *Tech-In-Residence Corps*, NYC Tech Talent Pipeline to: Lauren Andersen, Executive Director, careers@sbs.nyc.gov

SALARY RANGE: \$70,000-\$80,000

Note: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to: NYC Department of Small Business Services Human Resources Unit, 110 William Street, 7th Floor, New York, New York 10038